

RD AN No. 3898 (1944-I)  
October 9, 2003

TO: All State Directors  
Rural Development

ATTENTION: Rural Housing Program Directors

FROM: Arthur A. Garcia *(Signed by Arthur A. Garcia)*  
Administrator  
Rural Housing Service

SUBJECT: Indirect Costing – Self-Help Technical Assistance Grants Interagency  
Agreement between Rural Housing Service (RHS) and the United  
States Department of Labor (DOL)

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide guidance concerning the subject Interagency Agreement. The Interagency Agreement provides information to meet the requirements of RD Instruction 1944-I, “Self Help Technical Assistance Grants.”

**COMPARISON WITH PREVIOUS AN:**

This replaces RD AN No. 3812 (1944-I) dated December 24, 2002, which expired September 30, 2003.

**IMPLEMENTATION RESPONSIBILITIES:**

The Agency entered into an Interagency Agreement, effective September 11, 2003, with DOL. The agreement provides for the DOL to serve as the cognizant Agency for establishing indirect cost determinations for Section 523 Self-Help Technical Assistance Grants. It is the responsibility of each grantee that receives funds from multiple sources to either receive approval of its cost allocation method or have an indirect cost rate established.

EXPIRATION DATE: September 30, 2004

FILING INSTRUCTIONS:  
Preceding RD Instruction 1944-I

Grantees have been informed that they may request assistance from DOL in preparing their indirect cost proposals. Grantees should use the format specified in the "A Guide for Indirect Rate Cost Determination," Section III, October 1998 (available at <http://www.dol.gov/dol/oasam/public/programs/guide3.htm>). Grantees requesting funding during the period of this agreement should be advised to prepare and submit proposals to DOL within 90 days of grant closing or provide a copy of its approved indirect cost rate to the Agency within 30 days of grant closing. For questions pertaining to this AN, please contact Daryl L. Cooper, Senior Loan Specialist, Single Family Housing Direct Loan Division at (202) 720-1366.

Attachment: DOL National and Regional Cost Negotiators

## **DOL National and Regional Cost Negotiators**

Under the terms of the Interagency Agreement, Rural Development State Offices having self help grantees are to notify DOL Regional Offices of grantees that do not have Government approval of their cost allocation plans or have not had their indirect cost rates approved by a Federal cognizant Agency. If a cost negotiator does not cover your state, contact the DOL National Office as referenced in section B of this list.

### **A. Listing of DOL Regional Cost Negotiators**

#### **Region I and II**

Cost Negotiator: Vacant  
(Handled by Region III)

#### **States covered by Region I & II**

CT, ME, MA, NH, VT & RI

#### **Region III**

Steve Cominski  
Regional Cost Negotiator  
U.S. Dept. of Labor  
Office of Cost Determination  
Post Office Box 509  
Perkasie, PA 18944  
Tel: (215)-257-8712  
FAX: (215)-257-8994

#### **States covered by Region III**

NY, NJ, PA, PR, DE, MD, VA, WV & VI

#### **Region IV**

Phillip Zahnd  
Regional Cost Negotiator  
U.S. Dept. of Labor  
111 Zahnd Way  
Florence, AL 35634  
Tel: (256)-272-0075  
FAX: (256)-272-0085

#### **States covered by Region IV**

AL, FL, GA, KY, MS, NC, SC & TN

**Region V & VII**

Ron Goolsby  
Regional Cost Negotiator  
U.S. Dept. of Labor  
Office of Cost Determination  
230 South Dearborn Street, 10<sup>th</sup> Floor  
Chicago, IL 60604-1591  
Tel: (312)-886-5247  
FAX: (312)-353-0127

**States covered by Region V & VII**

IL, IN, IA, KS, MI, MN, MO, NE, OH & WI

**Region VI**

Carol McKone  
Regional Cost Negotiator  
U.S. Dept. of Labor  
Post Office Box 821067  
Fort Worth, TX 76182  
Tel: (817)-281-1503  
FAX: (817)-281-1530

**States covered by Region VI**

AZ, AR, CO, LA, NM, KY, OK, & TX

**Region VIII**

Cost Negotiator: Vacant  
(Handled by Region X)

**States covered by Region VIII**

CA & HI (Except L. A. City & County)

**Region X**

Arthur Campbell  
Regional Cost Negotiator  
U.S. Dept. of Labor  
Post Office Box 3433  
Renton, WA 98056  
Tel: (425)-771-3124  
FAX: (425)-771-3882

**States covered by Region X**

AK, ID, OR, WA, MT, WY, ND, SD, UT & CA

**B.     Listing of DOL National Office Cost Negotiators**

Steve Cominski, Acting Director  
Casimer Carros  
Melanie Inguillo  
Victor Lopez  
Damon Tomchick  
U.S. Dept. of Labor  
Office of Cost Determination  
200 Constitution Avenue, NW, Room S-5520  
Washington, DC 20210-0001  
Tel:   (202)-693-4100  
FAX:  (202)-693-4099